

ARIZONA DEPARTMENT OF CORRECTIONS

MEMORANDUM

TO: Distribution

FROM: Charles L. Ryan, Director 

DATE: January 13, 2010

SUBJECT: Director's Instruction # 277 GED Testing Fee

This Director's Instruction will be in effect February 13, 2010 and will remain in effect until incorporated into Department Order 910, Inmate Education and Resource Center Services.

The Tests of General Educational Development (GED Tests) are developed and normed by the General Educational Development Testing Service of the American Council on Education to measure the major academic skills and knowledge associated with a high school program of study. The purpose of the GED Testing Program is to provide an opportunity for prepared individuals to have their learning evaluated and recognized. Successful completion of the GED testing can provide opportunities for employment, higher education and achievement of personal goals. It is an important accomplishment during a period of incarceration.

1.0 Fee

- 1.1 A one-time testing fee of fifteen dollars (\$15.00) is required of each candidate at least one week prior to the initial testing session.
- 1.2 The Inmate Request for Withdrawal forms must be completed, signed and submitted to Inmate Accounts to ensure funds are available prior to testing. This includes inmates housed in Minors Units.
- 1.3 Inmate Banking staff will notify the unit education staff and operations staff of any accounts with insufficient funds.
- 1.4 Inmates who do not have sufficient funds to pay for the testing at the time requested shall have a hold placed on his/her account in accordance with Department Order #905, Inmate Banking/Money System, until such time as the inmate has satisfied the obligation. The inmate will be able to test while the financial obligation is being paid.
- 1.5 Upon receipt of the Inmate Request for Withdrawal, Inmate Banking shall ensure that if funds are available, the inmate's account is debited or that the inmate's account is placed on hold.

- 1.6 Funds collected shall be deposited in the appropriate account and tracked, accounted for, and distributed appropriately with a disbursement issued to the Arizona Department of Education upon receipt of an invoice.

IMPLEMENTATION

Within 90 days of the effective date of this Departmental Instruction, the Education Administrator shall develop and maintain a Technical Manual that outlines how the testing and other processes will be accomplished.